



**Trinity NC City Council Meeting
Minutes
5/18/10**

Members Present: Mayor Carlton Boyles, Tommy Johnson, Linda Gantt, Kristen Varner, Karen Bridges, Kelly Grooms, Tyler Earnst and Robbie Sikes

Members Absent: Barry Lambeth

Others Present: Manager Ann Bailie, City Attorney Bob Wilhoit, City Planning Administrator Adam Stumb, Code Enforcement Officer Joe Rainey, Stormwater Administrator Rich Baker, City Clerk/Finance Officer Debbie Hinson, Assistant City Clerk Lori Hunt, members of the media and other interested parties.

Call to Order

- Pledge of Allegiance

Mayor Boyles led the Pledge of Allegiance.

- Invocation

Mayor Boyles gave the invocation.

- Welcome Guests and Visitors

Mayor Boyles welcomed those in attendance.

- Review and Approve Agenda

Motion to approve the agenda by Council member Sikes, seconded by Council member Gantt, approved unanimously by all Council members present.

Public Comments

None

Recognition

1. **April Yard of the Month as recognized by Friends of Trinity: Paula Allen, 4018 Kennedy Ct. (Mayor Carlton Boyles)**

Mayor Boyles recognized Ms. Allen for her beautiful yard and presented her with an appreciation certificate.

2. **May Yard of the Month as recognized by Friends of Trinity: Randy and Annette Smith at 4529 Colonial Circle (Mayor Boyles)**

May Yard of the Month will be recognized at the next Council meeting.

Public Hearings*

3. **Ordinance Regulating the Siting of Wireless Telecommunications Towers and Facilities and text amendments to Zoning Ordinance Article VIII Special Uses,**

Section 8-8 Regulations for Special Use Permits regarding Telecommunications Towers (*Adam Stumb, Planning & Zoning Administrator; Rusty Monroe and Jackie Hicks, Center for Municipal Solutions*)

- A. Consider adopting Ordinance Regulating Siting of Wireless Telecommunications Towers and Facilities
- B. Consider text amendments to Zoning Ordinance Article VIII Special Uses, Section 8-8 Regulations for Special Use Permits regarding Telecommunications Towers

Mr. Stumb explained that the ordinance concerning the public hearing was to regulate Telecommunications Towers. The ordinance is being proposed by staff and consultants brought in from the Center For Municipal Solutions. The Center For Municipal Solutions recommended moving from the current zoning ordinance to strengthening it to better regulate these facilities; height, location, what they look like and how to deal with them once the facility is no longer in use. The proposed ordinance is much broader than the current ordinance.

Mr. Stumb stated that some changes to the ordinance have been suggested. One major change suggested is to hold the property owner somewhat responsible for the tower in the event that it is no longer used. Main responsibility would fall on the tower owner. In the event that the tower owner is no longer in business, the responsibility will fall on the property owner to have that tower facility removed in the event that the tower is no longer used.

Council member Earnst wanted to know if all the adjacent property owners have been notified. Mr. Stumb replied that for the current application the owners of adjacent property have not yet been notified. Once the Special Use Permit application is scheduled the property owners adjacent will be notified.

Mayor Boyles opened the public hearing and hearing no comments there was a ***Motion to recess the public hearing until the June 15, 2010 regular Council meeting by Council member Sikes, seconded by Council member Grooms approved unanimously by all Council members present.***

Reports

4. Infrastructure projects update (*Randy McNeill, Davis-Martin-Powell & Assoc.*)

Mr. McNeill gave the following updates:

- Phase 3 project is nearing completion
- Morgan Street Pump Station has been tested and it appeared to be successful.
- As soon as the contractor finishes a punch list, a list of items that need to be completed, the system will be ready for service.
- Lakewood neighborhood has only a few hundred feet of pipe to lay and there are some miscellaneous things to complete.
- The contractor has successfully bored under Surrett Drive.
- The first reimbursement for the stimulus project was delivered today.
- Pike Street area sewer mains are completed and the manholes and lines have been completed and homes are currently being connected to the sewer system.

- Surveying for the Trinity Furniture project has been completed. Council member Earnst requested to know how long before the Trinity Furniture Project would be complete. Mr. McNeill replied that the schedules are predicting to complete the design this month and several months will be needed for easement acquisition. The project should be complete by next spring.

- Approximately 250 – 300 homes will be served by Phase 3

Consent Agenda

5. **Approve minutes: April 13, 2010 City Council Pre-agenda Meeting** (*Lori Hunt, Assistant City Clerk*)
6. **Approve minutes: April 20, 2010 Regular City Council Meeting** (*Hunt*)
7. **Accept Certification of Sufficiency of Petition for Lakewood Neighborhood Streetlights** (*Debbie Hinson, City Clerk*)

Motion to approve the consent agenda by Council member Earnst, seconded by Council member Johnson, approved unanimously by all Council members present.

Unfinished Business

None

New Business

8. **Presentation of Annual Budget for Fiscal Year 2010 – 2011** (*Ann Bailie, City Manager*)

Manager Bailie stated that the Fiscal year begins July 1, 2010 and the budget must be adopted by that date. She advised that there would be a public hearing next month and that the Council could hold as many budget meetings as necessary.

Manager Bailie stated that the 2 main funds are the General Fund and the Sewer Fund. Other Funds are the Parks and Recreation, City Hall Reserve and a Debt Service Fund. The General Fund pays for all of the City services that the City provides.

Ms. Bailie gave the following highlights:

- No tax increase for the 4th consecutive year
- The 10 cent tax rate is the lowest in Randolph County.
- No new fees are being proposed at this time
- Proposed is a 2 ½ % sewer rate increase which will be approximately \$.84 increase on the average residents monthly bill.
- The proposed budget is \$4,461,000 that is the overall budget including all funds which is a 28% increase over the current budget
The increase is due in part to a one time \$450,000 fund balance appropriation for the City's share of a grant to develop Center City Park.
- For the 6th consecutive year 75% of the sales tax revenue is designated for sewer expansion costs leaving 25% of sales tax revenue in the General Fund for general operations.
- About 30% of the budget is designated for building and operating the sewer system.

Manager Bailie advised that the General Fund has the largest budget and includes expenditures for the traditional municipal operations, including Public Safety, Streets,

Solid Waste, Community and Economic development, Stormwater Management and Planning and Zoning. The Sewer Fund includes monies for System Maintenance, Capital Construction, Treatment Costs and Debt Service.

There is a 21% increase in the general budget and a 4% increase in the sewer budget along with the one time fund balance appropriation for the park grant and the street assessment receipts that contribute to the difference between the current budget and the proposed budget.

Ms. Bailie stated that the Parks and Recreation Fund is monies restricted for parkland and greenway development. The budget for this year is \$509,000 because of the possible PARTIF Grant and the matching funds for it. Of that \$509,000 budget, \$475,000 is designated for that grant if the City is fortunate enough to be awarded the grant.

The City Hall Reserve Fund is a fund that was started a few years ago and its' sole purpose is to reserve money for construction of a future City Hall. The proposed amount for this budget is \$25,000 the same amount as the current budget.

Manager Bailie advised that the recurring revenues remain essentially unchanged. Our Ad Valorem taxes, or property taxes, are budgeted the same. The sales tax revenue which represents the majority of the City's revenue is budgeted 6% less. Utilities and Franchise fees are budgeted about 3% more. The Powell Bill streets are the biggest change in revenues because of the Turnpike Industrial Park assessment receipts. There is approximately 12% increase in inspection fees which translates to about \$4,000. There is an 18% decrease in investment interests.

Ms. Bailie stated that the City provides services that are funded through the General Fund. Some of those services are: Law Enforcement through one dedicated Deputy, Animal Control, Fire Inspections, Solid Waste through City Haul, a task force that is looking at curbside trash pick up, Streetlighting, Street Improvements and Stormwater Management.

In the General Fund the department that have less than 10% deviation are as follows:

- Governing Board -6%
- Finance -3%
- Public Safety no change
- Special appropriations +1%
- Administration +2%
- Stormwater +4%
- Economic Development +7%

The General Fund departments that are seeing a major Change are as follows:

- Planning, Zoning and Code Enforcement -19%
- Public Works +26% to pay for ½ of an additional pickup truck and the other ½ is budgeted in the sewer fund
- Public buildings +30%
- Powell Bill +40% with a budget of \$254,000 because of the projected assessment receipts.
- Personnel – the goal for the City is to attract and retain competent work force. There are 7 full time employees and no new positions are budgeted. Salaries for the City overall are 21% below average for the same positions in similar sized cities. In 2009 6% of Trinity's budget was for salaries and wages compared to 27% of Jamestown's budget, 16% of Summerfield's budget, 36% of Ramsuer's budget,

39% of Randleman's budget and 42% of Archdale's budget. Trinity is one of the few cities of comparable size that does not contribute to employee 401K plans.

Manager Bailie proposed a 2% cost of living adjustment and less than 1% of the total salaries for performance based increases totaling \$3, 235.

It is important to note that significant funding is included in this budget throughout several departments for contracted services and the numbers are being watched closely. It may soon be more advantageous to hire a new employee than to keep paying contractors. It is not included in this budget but may need to be considered in the future.

In transfers out of the General Fund the budget has increased 41% primarily because of the transfer to the Parks and Recreation Fund, the transfer of \$25,000 to the City Hall Reserve Fund and the 75% of the sales tax transfer to the water/sewer Debt Service Fund.

The unrestricted General Fund Balance at the end of the next fiscal year, June 30, 2011, to be \$8,000, 025. Parks and Recreation has a transfer in from the General Fund, a little more than \$3,000 in lease receipts from the State Employees Credit Union ATM in the City Hall parking lot, \$54,600 appropriation from the Parks and Recreation Fund balance and a small amount in open space fees and interests. Expenditures match Revenues and the budget has to be balanced throughout. A large amount will go to the parks project if the City gets the grant. Approximately \$34,000 is left for everything else related to recreation. This includes grants to the community agencies such as Friends of Trinity, the AT Band and the Northwest Randolph County Arts Council. In the City Hall Reserve Fund the revenues include the \$25,000 transfer from the General Fund, \$200 in investment interest and the City is not expected to spend these monies but rather keep them in the reserve fund for a future City Hall. At the end of fiscal year 2010 – 2011 it is expected that this fund will have \$60,900 in it. In the Sewer Fund there is no transfer from the General Fund for annual operations. This is the 4th consecutive year that there have been no transfers from the General Fund. There is a 4% increase in the sewer budget including the 2.5 % sewer rate increase, the first in 2 years. In the Sewer Fund operations revenues there will be a \$92,000 increase and about \$342,000 in sewer billing receipts primarily because of the Phase 3 project coming on line. There will be \$97,500 in revenues for tap fees in phases 3 & 4. The City will get \$40,000 reimbursement from Archdale and Randolph County for their share of the wastewater treatment plant feasibility study that is currently underway.

Ms. Bailie stated that the sewer bill flat rate will increase from \$33.00 to \$33.84. The average residential bill will increase \$.84. The average residential use is approximately 4,000 gallons per month and that is where these numbers come from. The minimum monthly sewer bill will increase from \$16.50 to \$16.92 for residents who use less than the minimum 2000 gallons. These changes will take place with the upcoming September 2010 bill.

Expenditures in the Sewer Fund operations will have a 65% increase and must match the revenues. It is expected that the treatment costs will increase about 64%. The reasons for this increase is the increase in customers with phase 3 coming on line. The Sewer Capacity Reserve Fund was created by ordinance and consists of fees paid in conjunction with new development. The use of these funds is restricted to offset the demands on the sewer system. It is restricted to construction of sewer system expansion and renovation. This year it is projected that a little less than \$6,000 in fees and the expenditures will be restricted to future projects, primarily if the City has something this year it can be used for

that as well. The unexpended balance at the end of next fiscal year is projected to be \$208,000.

The Debt Service Fund is where the City pays for all of the sewer projects. Since 2005 the City has been setting aside 75% of the sales tax revenue for this purpose. The 75% projected sales tax is about \$813,000 and it is anticipated that there will be about \$10,000 in interest. The City is now beginning to see regular debt payments. There is a payment of \$498,000 to Thomasville for the City's share of the upgrade and expansion of the wastewater treatment plant. There is a debt of \$100,885 for the phase 2 debt payment and \$200,000 for phase 3 debt payment, leaving from that sales tax transfer \$24,665 for future debt payments. There will be a balance in the Debt Service Fund at the end of next fiscal year of about \$3,000,000. This balance reflects monies placed in the fund since 2005.

Tax rate comparison is as follows:

- Trinity 10 cents per \$100
- Staley 12.5 cents per \$100
- Archdale 29 cents per \$100
- Liberty 51 cents per \$100
- Thomasville 56 cents per \$100
- Randleman 58 cents per \$100
- High Point 63 cents per \$100

There will be a public hearing next month, June 15, 2010 at the City Hall Annex at 7:00 p.m. The budget will be available for review at City Hall and the Archdale Library has a copy.

Motion to schedule a budget meeting on Wednesday June 2, 2010 at 6:00 p.m. by Council member Gantt, seconded by Council member Bridges, approved unanimously by all Council members present.

9. Consider authorization of Lakewood Neighborhood Streetlights Project (Rich Baker, Public Works & Utilities Administrator)

Mr. Baker stated that there was another streetlight project to be approved by Council. The Lakewood Neighborhood Streetlights Project has been certified by the finance officer.

Motion to approve the Lakewood Neighborhood Streetlights Project by Council member Earnst, seconded by Council member Johnson, approved unanimously by all Council members present.

Mr. Baker advised that a mapping problem with Duke Energy has been solved. The City of Trinity now has mapping that Duke Energy can use and this will expedite their process. Mr. Baker stated that the DOT streetlighting issues had to go to Raleigh, NC for approval. He said that if the issues with DOT were solved then the City could move forward with the streetlights projects.

10. Consider cancellation of July 13, 2010 Pre-agenda Meeting and July 27, 2010 regular Council meeting (Bailie)

Manager Bailie stated that in the years past the Council has cancelled the July meeting. Ms. Bailie advised that there is not anything on the agenda for that meeting.

Motion to cancel July 13, 2010 Pre Agenda meeting and July 27, 2010 regular Council meeting by Council member Sikes, seconded by Council member Earnst, approved unanimously by all Council members present.

Business from City Manager

▪ Zoning & Code Enforcement Report

Mr. Rainey stated there was a total of 8 permits, 3 opened cases and 2 cases were closed. Some trash on Hwy 62 was cleaned up and an unpermitted sign that got permitted.

▪ City Haul Report

Mr. Stumb advised that as soon as the reports come in on the tonnage there will be a full report. This spring's event was busy all 3 days. The electronics truck was filled with old TVs, computers, printers, fax machines and VCRs.

▪ Miscellaneous

Manager Bailie advised that there is a possibility of having a shredding event this fall.

Mr. Stumb stated that he sent out letters to truckers after the last Council meeting letting them know what documentation they needed to bring in to obtain a permit.

Business from Mayor and Council

Miscellaneous business and comments from Mayor and Council

Mayor Boyles thanked the Friends of Trinity for their hard work at the City Haul. He encouraged the residents to help keep the City clean.

Council member Grooms wanted to know where the City stands on the mobile home issue. There was discussion about the mobile home issue. Manager Bailie advised that Council member Bridges, Adam Stumb, Joe Rainey and she will go out this coming week to look at some of the mobile home parks. They will try to identify some of the problems with the parks.

Closed Session

11. Closed Session pursuant to NCGS §143-318.11 (a) (3) to consult with attorney retained by the public body in order to preserve the attorney-client privilege (*Attorney Bob Wilhoit*) and NCGS §143-318.11(6) - performance evaluation of City Manager (*Karen Bridges, Personnel Committee Chair*)

Motion to go to closed session pursuant to NCGS § 143-318.11 (a) (3) to consult with attorney retained by the public body in order to preserve the attorney – client privilege and NCGS § 143-318.11 (6) performance evaluation of City Manager by Council member Sikes, seconded by Council member Johnson, approved unanimously by all Council members present.

Motion to return to open session by Council member Grooms, seconded by Council member Earnst, approved unanimously by all Council members present.

Closing Comments from Mayor and Council

Mayor Boyles thanked the staff for all their hard work. He wanted to especially thank Mr. Rich Baker for the way he handles customer complaints.

Adjournment

Motion to adjourn by Council member Sikes, seconded by Council member Earnst, approved unanimously by all Council members present.

These minutes were approved at the June 15, 2010 meeting with a motion by Council member Bridges, seconded by Council member Sikes, approved unanimously by all Council members present.